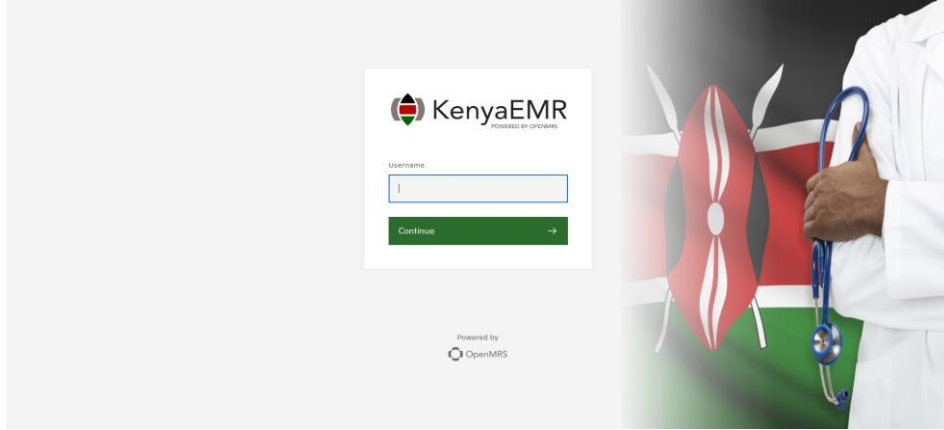


SOP: KenyaEMR3.x Client Registration Process

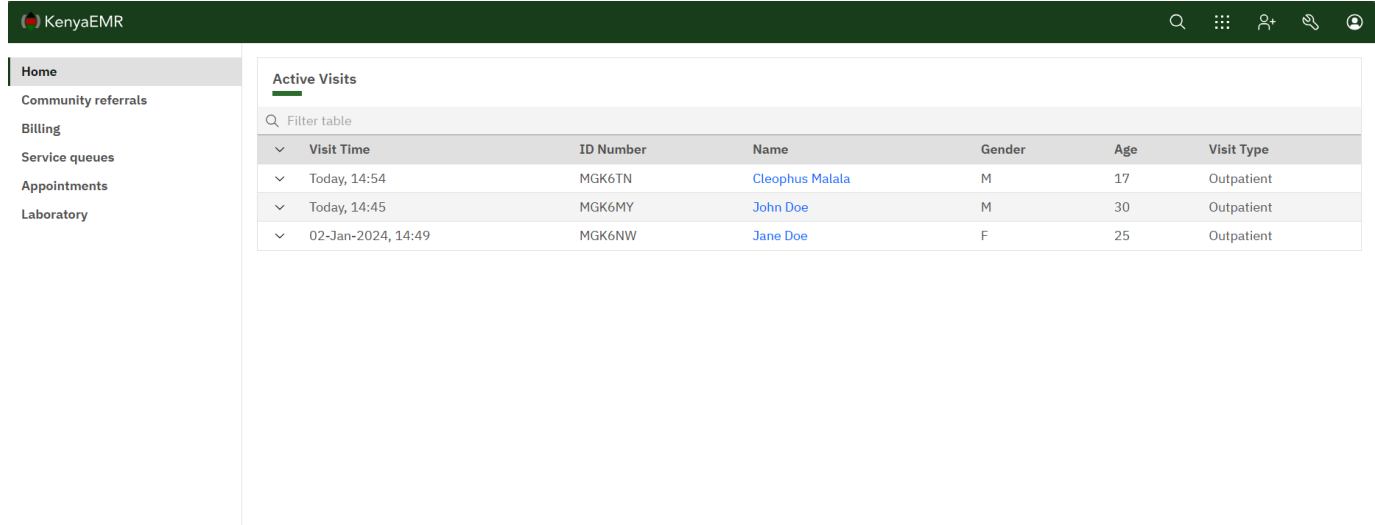
[Last updated: 25th March 2024]

Tasks:	End to end navigation of client registration module in KenyaEMR
Objective:	To help users successfully validate patient IDs and Register Patients successfully
Who:	EMR users
Required Materials:	Username, password, computer installed with the latest version of KenyaEMR

Action	Screen shots
<p>Login to KenyaEMR</p> <p>Enter the application server URL System “localhost:8080/openmrs” on the browser and click on the load button or Enter key from the keyboard to load the KenyaEMR login page.</p> <p>On successful loading, authenticate entry by providing username and password on the fields, then click “Login” button</p>	

KenyaEMR Facility Home Page

Upon successful login, you shall be navigated to the facility's home Page.



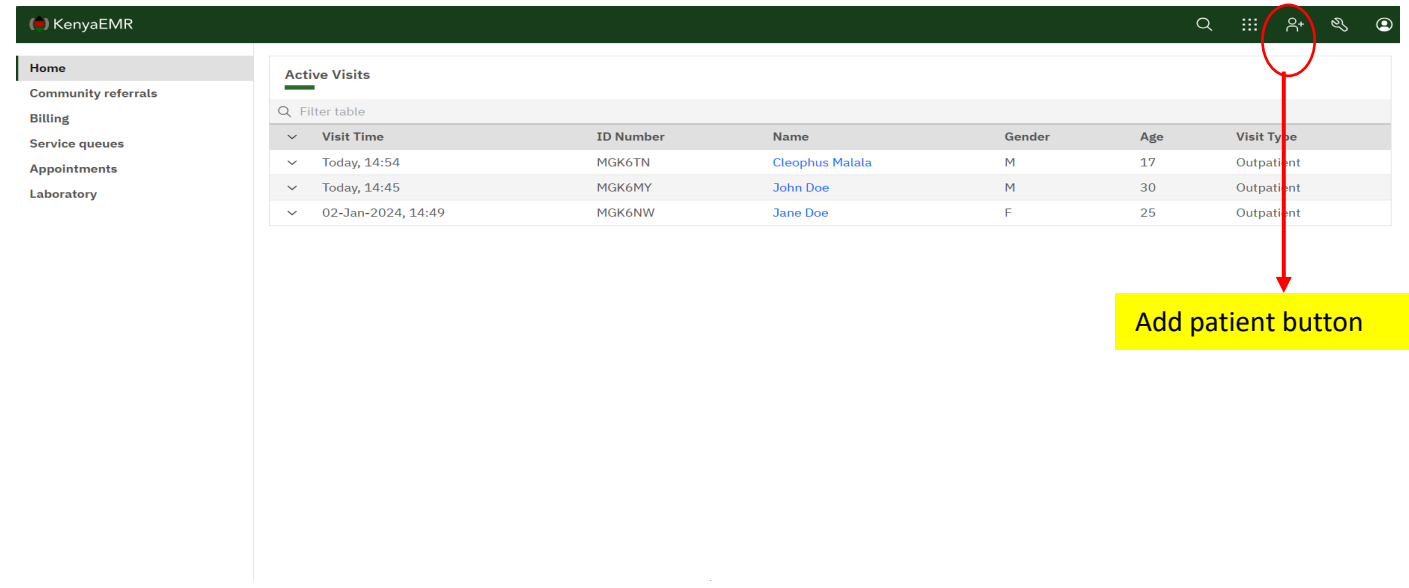
The screenshot shows the KenyaEMR interface. At the top is a dark green header with the 'KenyaEMR' logo and navigation icons. On the left is a sidebar menu with options: Home, Community referrals, Billing, Service queues, Appointments, and Laboratory. The main content area is titled 'Active Visits' and contains a table with the following data:

Visit Time	ID Number	Name	Gender	Age	Visit Type
Today, 14:54	MGK6TN	Cleophus Malala	M	17	Outpatient
Today, 14:45	MGK6MY	John Doe	M	30	Outpatient
02-Jan-2024, 14:49	MGK6NW	Jane Doe	F	25	Outpatient

New patient registration


Steps

From the homepage Click **“Add Patient”** button.



This screenshot is identical to the one above, but with a red circle highlighting the 'Add Patient' icon in the top right navigation bar. A red arrow points from this icon to a yellow box at the bottom right of the page that contains the text 'Add patient button'.

This will load the patient registration form.

 KenyaEMR

[Home](#) / [Patient Registration](#) /

Create New Patient

Jump to

- [Basic Info](#)
- [Contact Details](#)
- [Demographics](#)
- [Relationships](#)
- [Next of Kin Details](#)

[Post to registry](#)

[Register Patient](#)

[Cancel](#)

Client verification with client registry

Select country: x v

Select identifier type: v

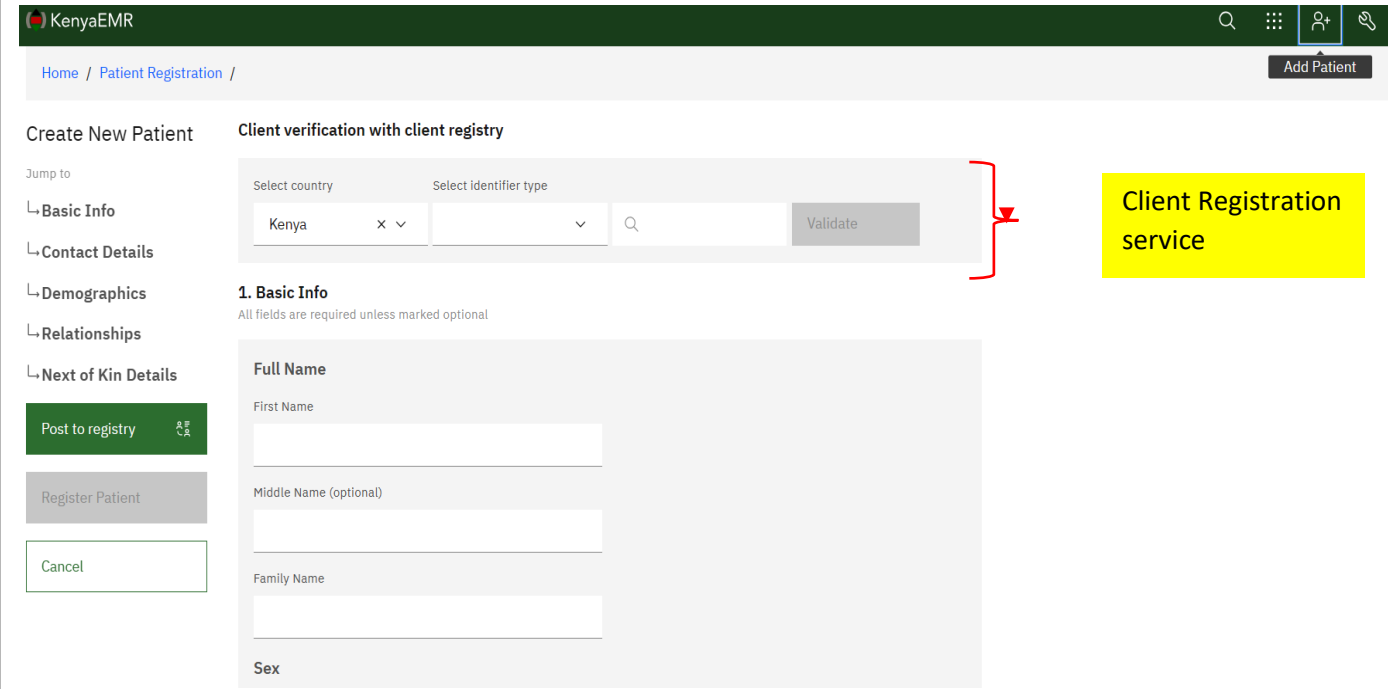
Q

[Validate](#)

1. Basic Info**Full Name**First Name: Middle Name (optional): Family Name: **Sex**

Patient Validation

The client registration form contains **Client Registration service (CRS)** which prevents double registration. Before registering a patient, you need to check if the details of this patient exist elsewhere. To do this, select Country, Specify ID type, Enter patient ID number and click Validate.



The screenshot shows the 'Create New Patient' interface in KenyaEMR. The page title is 'KenyaEMR' and the breadcrumb is 'Home / Patient Registration /'. A red box highlights the 'Validate' button in the 'Client verification with client registry' section. A yellow box on the right is labeled 'Client Registration service'. The form includes a 'Jump to' menu with options: Basic Info, Contact Details, Demographics, Relationships, and Next of Kin Details. The '1. Basic Info' section contains fields for First Name, Middle Name (optional), Family Name, and Sex. A 'Post to registry' button is visible at the bottom left of the form area.

Specify Identification Type from drop down.
Choose identifier type and click **Validate Identifier**

Create New Patient

Client verification with client registry

Jump to

- ↳ Basic Info
- ↳ Contact Details
- ↳ Demographics
- ↳ Relationships
- ↳ Next of Kin Details

Select country: Kenya x v

Select identifier type: [Dropdown menu]

1. Basic Info
All fields are required unless marked optional

Full Name
First Name

Validate

You can validate using ID, Passport, or Birth certificate number.

Create New Patient

Client verification with client registry

Jump to

- ↳ Basic Info
- ↳ Contact Details
- ↳ Demographics

Select country: Kenya x v

Select identifier type: National ID x v

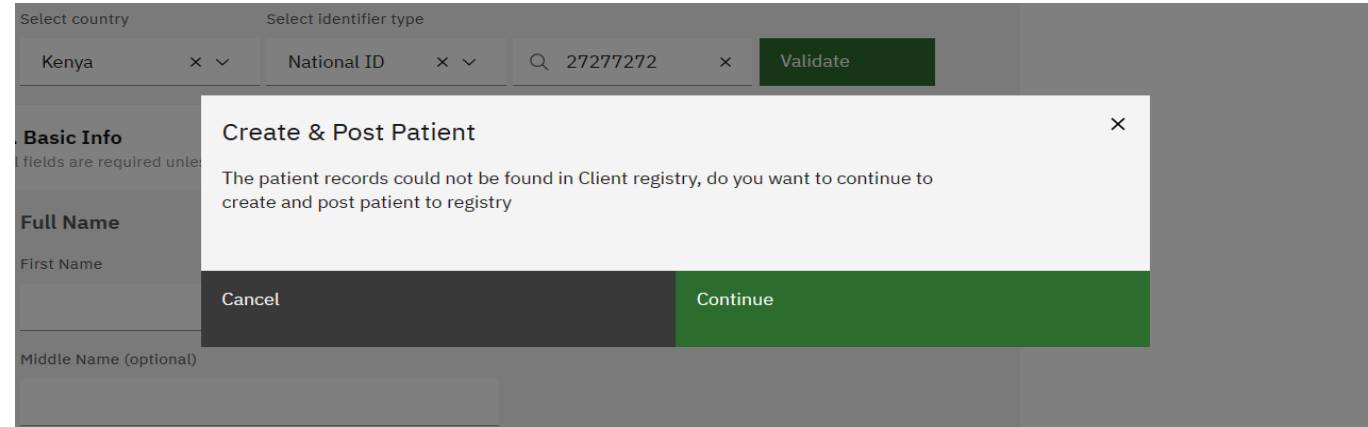
12212332 x

Validate

1. Basic Info
All fields are required unless marked optional

Click validate

Click **“Continue”** to finish client registration.



Select country: Kenya | Select identifier type: National ID | Search: 27277272 | Validate

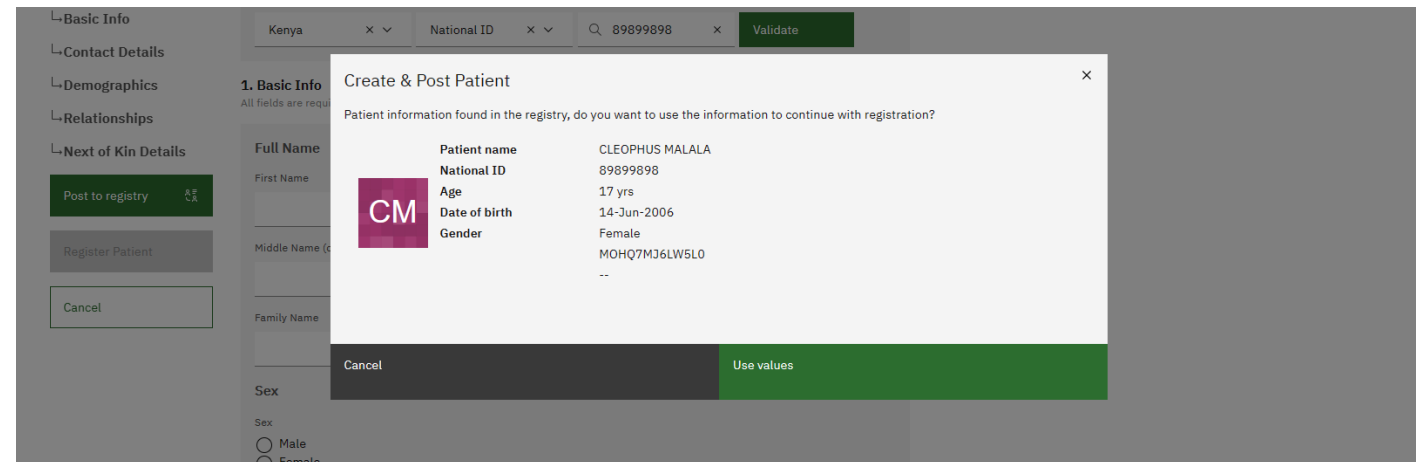
Create & Post Patient [X]

The patient records could not be found in Client registry, do you want to continue to create and post patient to registry

Buttons: Cancel, Continue

Form fields: Full Name (First Name, Middle Name (optional)), Sex (Male, Female)

If the patient already exists in the system, then a pop-up message will appear showing the details of the client. Simply click cancel.



Select country: Kenya | Select identifier type: National ID | Search: 89899898 | Validate

Create & Post Patient [X]

Patient information found in the registry, do you want to use the information to continue with registration?

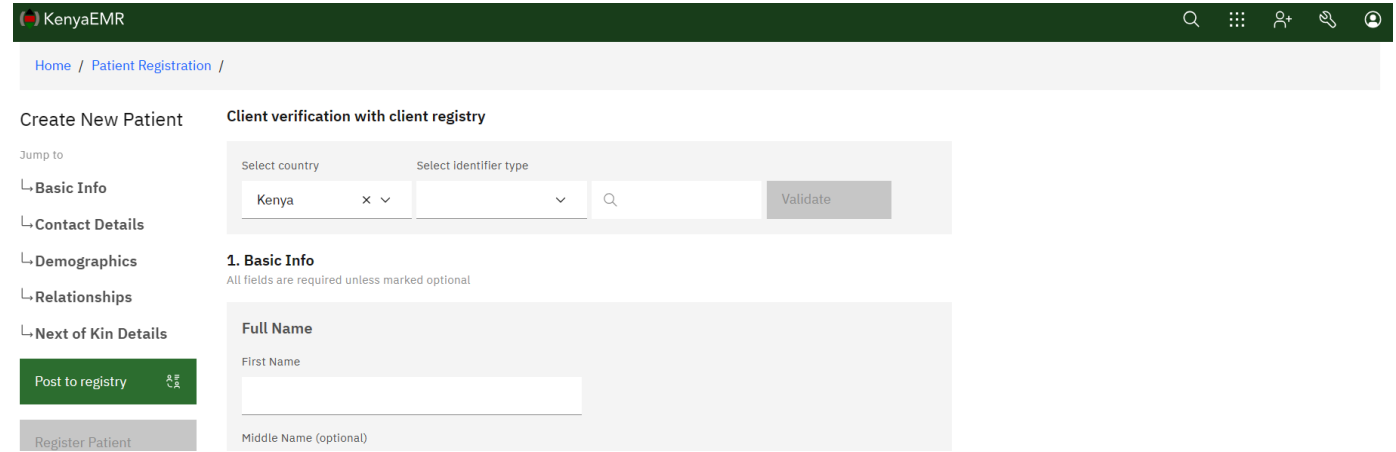
CM	Patient name	CLEOPHUS MALALA
	National ID	89899898
	Age	17 yrs
	Date of birth	14-Jun-2006
	Gender	Female
		MOHQ7MJ6LW5L0
		--

Buttons: Cancel, Use values

Form fields: Full Name (First Name, Middle Name (optional), Family Name), Sex (Male, Female)

If the client exists, click the search icon and search for the client using their ID or name and proceed to offer services.

If the client doesn't exist in the system, then continue with registration. Start by filling in Basic Info, Contact Details, Demographic, Relationship, and lastly next of kin details.



The screenshot shows the KenyaEMR Patient Registration page. At the top, there is a dark green header with the text "KenyaEMR" and navigation icons. Below the header is a breadcrumb trail: "Home / Patient Registration /".

On the left side, there is a sidebar titled "Create New Patient" with a "Jump to" section containing the following links: "Basic Info", "Contact Details", "Demographics", "Relationships", and "Next of Kin Details". At the bottom of the sidebar are two buttons: "Post to registry" (green) and "Register Patient" (grey).

The main content area is titled "Client verification with client registry". It features a "Jump to" section with two dropdown menus: "Select country" (set to "Kenya") and "Select identifier type". To the right of these dropdowns is a search input field and a "Validate" button.

Below this is a section titled "1. Basic Info" with the note "All fields are required unless marked optional". Under "Full Name", there are two input fields: "First Name" and "Middle Name (optional)".

Next fill the contact details. By typing the ward in the search address field, the sub county and county fields will automatically populate.

Key in telephone number and continue

Create New Patient

Jump to

- Basic Info
- Contact Details
- Demographics
- Relationships
- Next of Kin Details

Post to registry

Register Patient

Cancel

2. Contact Details
All fields are required unless marked optional

Address ▼

Search address

County (optional)

Sub County (optional)

Ward (optional)

Telephone contact

Alternate phone number (optional)

Postal Address (optional)

Email address (optional)

Search address field

Key in the remaining fields.

Create New Patient

Jump to

- Basic Info
- Contact Details
- Demographics
- Relationships
- Next of Kin Details

Post to registry

Register Patient

Cancel

Alternate phone number (optional)

Postal Address (optional)

Email address (optional)

Location

Sub-location

Village

Landmark

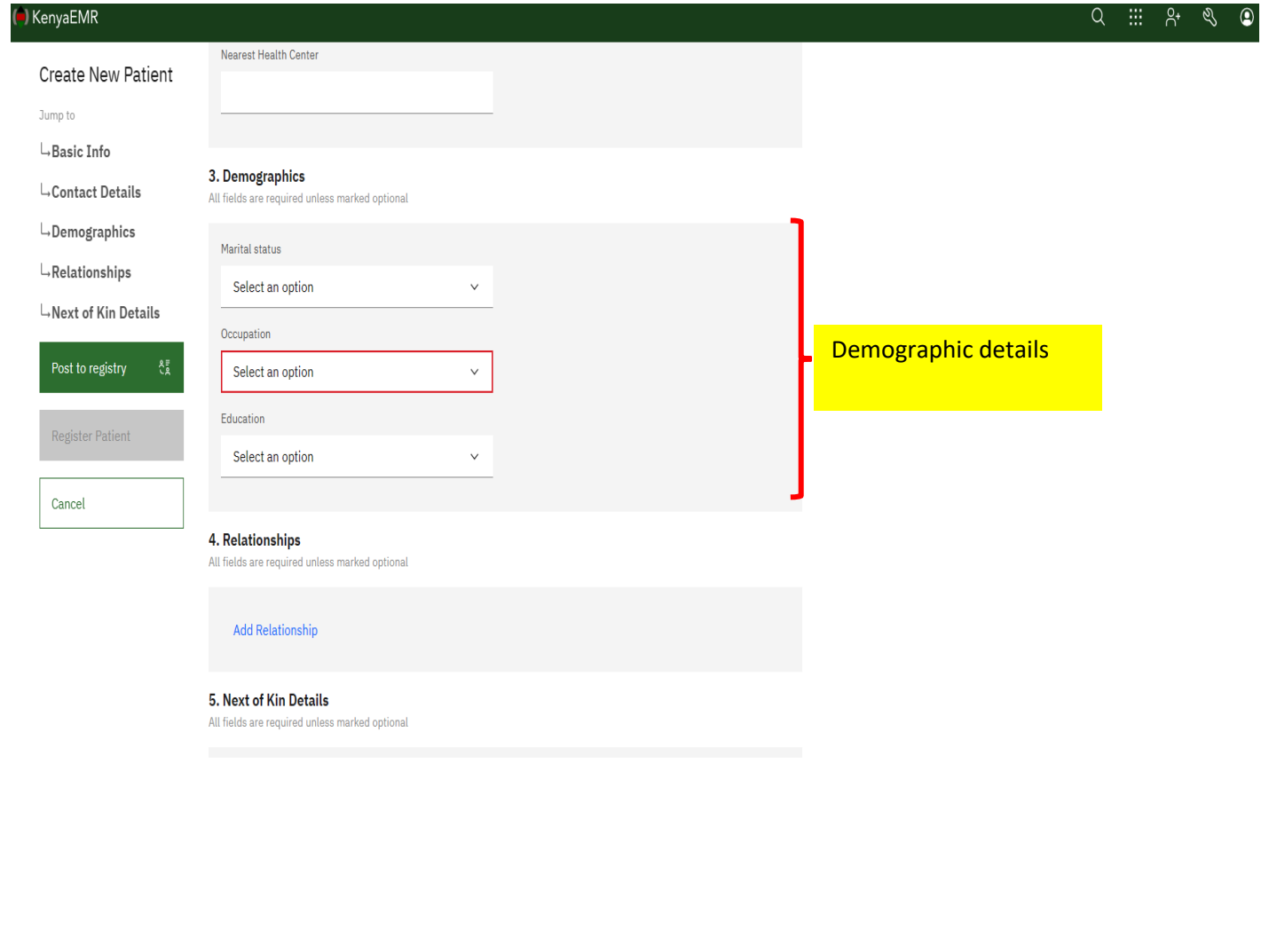
Nearest Health Center

Demographic details. This section contains mandatory fields such as client's marital status, occupation, and education

Marital status contains various options such as married polygamous, married monogamous, divorced, cohabiting, and single.

Under occupation, there is employee, trader, farmer, trader, student, driver, and other.

Relationships. Click "Add Relationship" to link clients with their relatives.



KenyaEMR

Create New Patient

Nearest Health Center

Jump to

- Basic Info
- Contact Details
- Demographics
- Relationships
- Next of Kin Details

Post to registry

Register Patient

Cancel

3. Demographics

All fields are required unless marked optional

Marital status

Select an option

Occupation

Select an option

Education

Select an option

4. Relationships

All fields are required unless marked optional

Add Relationship

5. Next of Kin Details

All fields are required unless marked optional

Demographic details

Relationship links a client to their relatives. This allows clinicians to follow up on family members of the clients easily.

KenyaEMR

Create New Patient

Jump to

- Basic Info
- Contact Details
- Demographics
- Relationships
- Next of Kin Details

Post to registry

Register Patient

Cancel

4. Relationships
All fields are required unless marked optional

Relationship

Related person

MGK6NW - Jane Doe

Relationship

Relationship to patient

Add Relationship

5. Next of Kin Details
All fields are required unless marked optional

Type the name of the person the client is related to

Choose the type of relationship from the dropdown menu.

Lastly fill in the Next of kin details, which contains the name, relationship, phone number and postal address of a relative. This last step is optional.

KenyaEMR

Create New Patient

Jump to

- Basic Info
- Contact Details
- Demographics
- Relationships
- Next of Kin Details

Post to registry

Register Patient

Cancel

5. Next of Kin Details
All fields are required unless marked optional

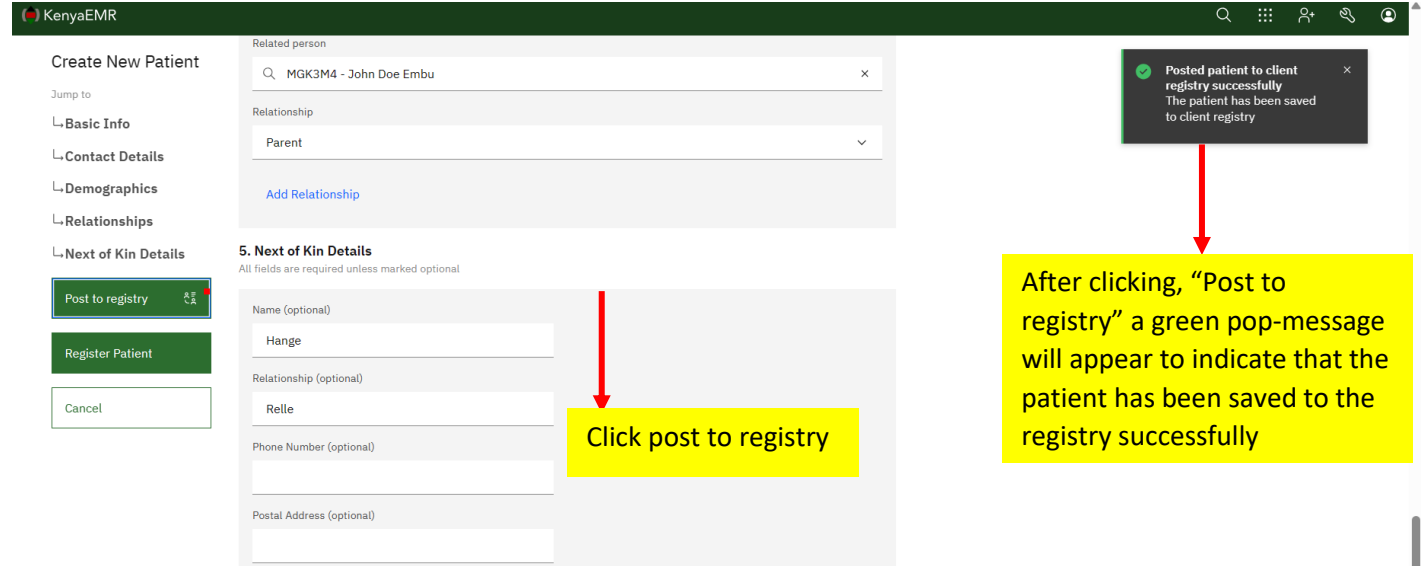
Name (optional)

Relationship (optional)

Phone Number (optional)

Postal Address (optional)

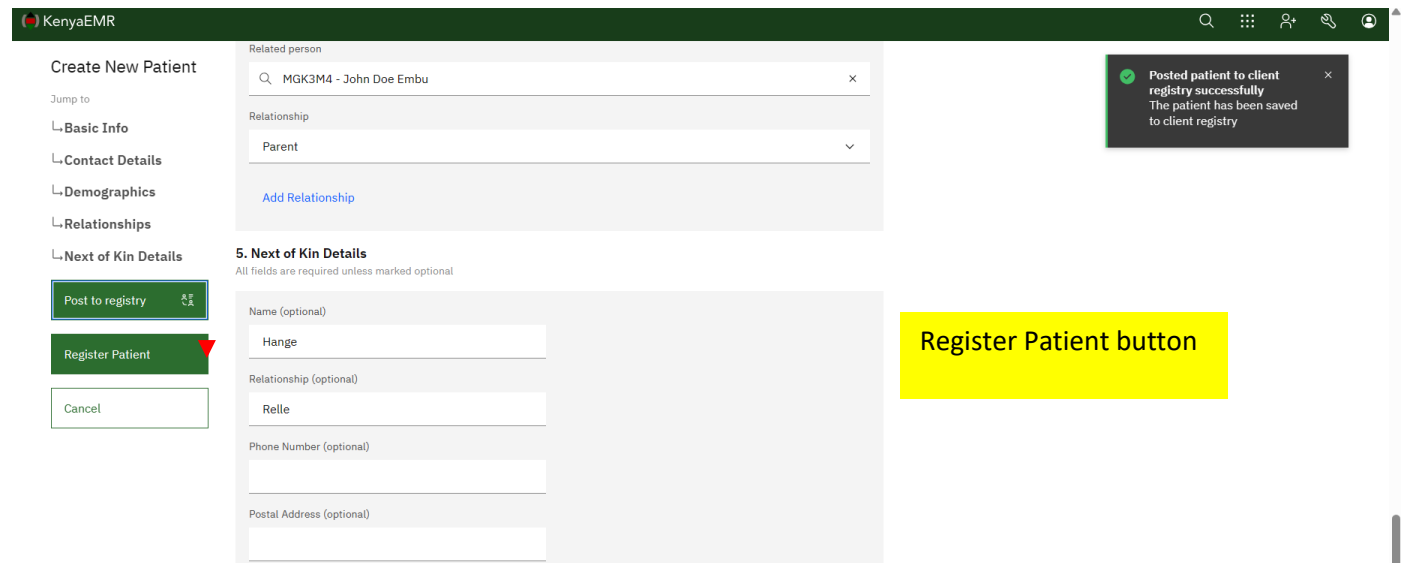
Once you are done filling in the details of the client in the registration form, click "Post to Registry"



The screenshot shows the 'Create New Patient' form in KenyaEMR. The form includes sections for 'Basic Info', 'Contact Details', 'Demographics', 'Relationships', and 'Next of Kin Details'. The 'Next of Kin Details' section is expanded, showing fields for Name, Relationship, Phone Number, and Postal Address. A red arrow points to the 'Post to registry' button, which is highlighted with a yellow box. A green notification pop-up in the top right corner reads: 'Posted patient to client registry successfully. The patient has been saved to client registry.'

After clicking, "Post to registry" a green pop-message will appear to indicate that the patient has been saved to the registry successfully

Next click Register Patient



The screenshot shows the same 'Create New Patient' form. A red arrow points to the 'Register Patient' button, which is highlighted with a yellow box. The green notification pop-up from the previous step is still visible in the top right corner.

Register Patient button